



ANNE SPENCER DAVES

COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES

Master's Degree in Curriculum and Instruction

Student Handbook

A guide to master's degree requirements for students in the Curriculum and Instruction
Program

2026-2027

The policies identified in this document are to be construed in light of existing University policies and with deference to the requirements imposed on graduate education by the University, the Board of Trustees of Florida State University, and the Governing Board of the State University System of Florida. The information outlined is subject to change and students should be alert to announced revision required by the faculty of the program, the department, College, and University.

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INTRODUCTION

University Land Acknowledgement Statement

Florida State University acknowledges that its Florida campuses are located on the ancestral and traditional homelands of the Seminole Tribe of Florida, the Miccosukee Tribe of Indians of Florida, the Apalachee, Seminole, and Muscogee Nations, the ancient Calusa, Uzita, and Tocobaga, and others. We pay respect to the resiliency of their tribal members, past and present, and to all Indigenous peoples.

The University honors its unique and collaborative friendship with the Seminole Tribe of Florida, together paying tribute to the Tribe's great history and rich culture. We encourage all to learn about the significance of Indigenous peoples in this region and throughout the nation. With a collective knowledge of the past, we are inspired to teach, live, and support a future that empowers all individuals.

Florida State University

Mission

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and diverse viewpoints.

Vision

Florida State University will be among the nation's most entrepreneurial and innovative universities, transforming the lives of our students and shaping the future of our state and society through exceptional teaching, research, creative activity, and service. We will amplify these efforts through our distinctive climate—one that places a premium on interdisciplinary inquiry and draws from the rich intellectual and personal experiences of our students, faculty, staff, and alumni. These three forces—entrepreneurship, interdisciplinarity, and experiential breadth—deepen FSU's impact and result in a powerful return to our students and the people of Florida for their continued support and trust.

Core Values

Transformative Daring: We support thoughtful risk-taking that leads to successes that improve our world dramatically. And when we face challenges, we confront them with resilience, curiosity, and renewed desire to overcome hurdles to our goals.

Inspired Excellence: We achieve the highest levels of success by drawing strength and understanding from the talents of those around us and from our interactions with them.

Dynamic Inclusiveness: We believe the benefits of a richly varied community arise not only from the diversity of people it includes but, more importantly, from intentional efforts to create a strong sense of belonging that encourages deep and high-quality connections.

Responsible Stewardship: We transform the resources we are given and the public's trust in us into a powerful impact that betters the lives of those around us, near and far.

Engaged Community: We uphold the traditions and history that create a small-college culture within a large university. This makes FSU a welcoming place where people discover others like themselves— while also connecting to and learning from classmates and colleagues of vastly different backgrounds and experiences

School of Teacher Education

Mission Statement

Our mission is to provide exemplary leadership both within and beyond traditional school settings. The School of Teacher Education prepares scholars to inform and influence the field by understanding and shaping scholarship and professional practice. Faculty are dedicated to mentoring scholars as they engage in scholarship, teaching and learning, and service.

Introduction

Welcome to the Florida State University, School of Teacher Education (STE), Curriculum and Instruction Master's program (C&I MS). This handbook was developed to clarify departmental, college, and university requirements and procedures related to the C&I MS degree program and is intended for the use of students admitted to the master's degree program. Although students may be part-time, this handbook is organized chronologically, which would follow annual progress of a typical, full-time student.

The primary purpose of the C&I MS is to prepare graduates to work in educational settings or to hone their skills during their work in such settings. The C&I MS offers curriculum in the following majors:

- Autism Spectrum Disorders (Online)
- Early Childhood Special Education (Online)
- English Education
- Second Language Education
- Science Education
- Teaching English to Speakers of Other Languages TESOL (Online)
- Blindness and Low Vision Education
- Blindness and Low Vision Studies (Online)

Only specific majors in STE offer a teacher certification program approved by the Florida Department of Education. For initial teacher certificate programs, see the five BS/MS Pathways in the School of Teacher Education: <https://annescollege.fsu.edu/academics/undergraduate-programs>.

Program Type

The Anne Spencer Daves College of Education, Health, and Human Sciences (Anne's College) offers only non-thesis master's degree programs, which typically culminate in a comprehensive exam (English Education only), portfolio defense, or capstone course during the final semester.

Sexual Misconduct

Florida State handles sexual misconduct complaints sensitively and discreetly; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual misconduct or know someone who has, FSU is committed to providing support and resources to assist. We do not tolerate sexual misconduct.

Victim Advocate Program

(850) 644-7161 (24/7, including holidays)

(850) 756-4320 (text)

Victims-advocate@fsu.edu

Revised August 2026

If you cannot reach an advocate by phone, please call FSUPD at (850) 644-1234 and they will have an advocate respond as needed.

[Refuge House](#) (Off-campus resource)

(850) 681-2111

Policies

University policies will be followed in all aspects of the C&I MS. Information about these policies can be found in the Bulletin at <http://registrar.fsu.edu/bulletin/graduate>. Information also can be obtained from the FSU Graduate School (<https://gradschool.fsu.edu>) and Anne's College of Education, Health, and Human Sciences Office of Academic Services and Intern Support (OASIS) (<https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis>).

Per University policy, the official method of communication at Florida State University is your FSU student e-mail account. In order to stay informed and aware, you are required to set up and maintain your student account and check it at least three times per week. If you choose to have your official FSU student email account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your FSU account. All email from the Registrar's Office, the College, the Graduate School, etc. is sent to your official student email account. Florida State University disables the automatic forwarding of @FSU.edu email to external and commercial email services such as Gmail, Yahoo, and iCloud.

GETTING STARTED AT FLORIDA STATE

Human Resources

- If applicable, obtain copies of relevant appointment paperwork – **Department Contact: Jania Kadar**
- If applicable, enroll in the new employee orientation presentation for OPS hires. [Enroll Here](#)
- Review the New Graduate Student Orientation [presentation](#).
- In order to register for classes at FSU requires all domestic full time, main campus students and international students with F or J visa types to show proof of health insurance coverage. For complete details on how to submit proof of insurance or to purchase student health insurance, please visit this [website](#).
- Obtain FSU identification card from FSU Card Center located across from the Student Union off Woodward Ave. Make sure you bring your photo ID/driver license. [Website](#)

Transportation

- Obtain FSU identification card from FSU Card Center located across from the Student Union off Woodward Ave. Make sure you bring your photo ID/driver license. [Website](#)
- Parking on campus interactive map: [website](#)
- Information about Transportation and Parking Services: [website](#)
- Tallahassee StarMetro Bus system: [website](#)

Housing

- [Center for Global Engagement \(CGE or The Globe\) Housing Options](#)
- [Graduate Student Housing](#)
- [Off-Campus Housing](#)
- [University Housing](#)

Health and Wellness Services

- [University Health Services](#)
- [University Counseling Center](#)
- [Center for Couple & Family Therapy](#)
- [Health Insurance Subsidy Benefit](#)
- [Victim Advocate Program](#)
- [Campus Recreation](#)

Leadership and Student Involvement

- [Congress of Graduate Students](#)
- [Student Organizations & Involvement](#)
- [Center for Global Engagement](#)
- [The Center for Leadership & Service](#)
- [Student Government and Advocacy](#)
- [Fraternity and Sorority Life](#)
- [Student Union](#)
- [Student Conduct & Community Standards](#)

Career Services and Workshops

- [Career Center](#)
- [Center for Academic & Professional Development](#)
- [University Libraries Orientation](#)

Important Phone Numbers and Emergency Information

School of Teacher Education front desk (850) 644-4880

FSU Information/Directory Assistance (850) 644-2525 [FSU Police Department](#)

For immediate emergencies, call 911.

FSUPD Non-Emergency: (850) 644-1234

Tallahassee Police Department (850) 891-4200

Tallahassee Fire Department (850) 891-6600

Leon County Sheriff's Office (850) 606-3300

Financial Aid

- [Office of Financial Aid](#)
- [Office of Student Finance](#)
- [Scholarships and Aid | Anne Spencer Daves College of Education, Health, and Human Sciences](#)
- [Graduate School Fellowship and Grants](#)
- [Financial Support – The Graduate School](#)
- [External Fellowships](#)

STUDENT RESOURCES

There are numerous opportunities and activities on and off campus that are available to graduate students throughout the year. Visit the following links to view the numerous events, activities, and resources that are available to graduate students.

Funding Resources

External Fellowships: <https://ogfa.fsu.edu/>

Office of Financial Aid: <http://financialaid.fsu.edu/>

Student Business Services: <https://controller.vpfa.fsu.edu/services>

FSU Graduate School Fellowships and Grants:

<http://gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships-and-Grants>

Career Services/Workshops

Career Center: <https://career.fsu.edu/>

Center for Academic & Professional Development: <https://learningforlife.fsu.edu/>

Research Support

Office for Human Subjects Protection:

<https://www.research.fsu.edu/research-offices/ohsp/> - :~:text=The Mission of the Office, the protection of human subjects.

Research and Creative Activity: <https://www.research.fsu.edu/>

Reading-Writing Center: <https://wr.english.fsu.edu/reading-writing-center>

Statistical Consulting Center: <http://stat.fsu.edu/consulting-center>

Instructional Support

Academic Center for Excellence (ACE): <http://ace.fsu.edu/>

Center for Intensive English Studies (CIES): <https://cies.fsu.edu/>

Center For The Advancement of Teaching (CAT): <https://teaching.fsu.edu>

Leadership & Diversity

Center for Global Engagement: <http://cge.fsu.edu/>

The Center for Leadership & Social Change: <https://thecenter.fsu.edu/>

Congress of Graduate Students: <https://sga.fsu.edu/student-government/congress-graduate-students>

Student Organizations & Involvement: <https://soi.fsu.edu/>

FSU Recreation/Events

Division of Student Affairs: <https://studentaffairs.fsu.edu/>

Oglesby Union Events: <http://union.fsu.edu/events/>

School of Dance Events: https://calendar.fsu.edu/department/school_of_dance

Opening Nights Events: <http://openingnights.fsu.edu/>

Union Productions: <http://up.union.fsu.edu/>

FSU Museum of Fine Arts: <https://mofa.fsu.edu/>

WVFS Tallahassee 87.9FM, "The Voice of Florida State": <http://wvfs.fsu.edu/>

Bowling and Billiards: <https://bowling-billiards.union.fsu.edu/>

Campus Recreation: <http://fsu.campusrec.com/>

FSU Flying High Circus: <http://circus.fsu.edu/>

Health & Wellness Services

Center for Couple & Family Therapy:

<https://annescollege.fsu.edu/resources/center-couple-and-family-therapy-ccft>

Health Insurance Subsidy Benefit: <http://gradschool.fsu.edu/Funding-Awards/Subsidy-Benefit>

Department of Student Support and Transitions (OAS): <https://dsst.fsu.edu/oas>
University Counseling Center: <http://counseling.fsu.edu/>
University Health Services: <https://uhs.fsu.edu/>
Victim Advocate Program: <http://victimadvocate.fsu.edu/>

After Hours Health Care



After Hours Care

If University Health Services is closed, here are resources

TMH Urgent Care
tmh.org/services/emergency-and-urgency-care

Patients First
patientsfirst.com

In the case of a life-threatening emergency, dial 911 or head to the nearest emergency room

Tallahassee Memorial Health Care
1300 Miccosukee Road | Tallahassee, FL 32308

HCA Florida Capital Hospital
2626 Capital Medical Blvd | Tallahassee, FL 32308



HealthiestYou

FSU students have 24/7 access to a licensed physician

If you are traveling within the United States or are otherwise unable to visit University Health Services, HealthiestYou provides access to board-certified physicians. Using a computer or portable device, visit the HealthiestYou website (<http://www.telehelp4students.com>) to learn more. An app is also available for your convenience. You may also reach HealthiestYou by calling (855) 870-5858

HealthiestYou physicians can diagnose and treat most minor illnesses and prescribe medication if necessary. If you have the FSU student insurance plan (provided by United Health Care Student Resources), this service is covered (no out-of-pocket fees). If you don't have the student insurance plan, there is a fee for the service. Check with your insurance company to see if this service is reimbursable.

Contact Us

UNIVERSITY HEALTH SERVICES
960 Learning Way | Tallahassee, FL 32306
UHS.FSU.EDU | (850) 644-6230

Monday-Friday
8 a.m. - 4 p.m.

APPOINTMENTS
(850) 644-4567

TDD
(850) 644-2383



Did you know that as an FSU student you have 24/7 access to a licensed physician?

If you are traveling within the United States or are otherwise unable to visit University Health Services, HealthiestYou provides access to board-certified physicians. Using a computer or portable device, visit the HealthiestYou website (<http://www.telehelp4students.com>) to learn more. An app is also available for your convenience. You may also reach HealthiestYou by calling (855) 870-5858

HealthiestYou physicians can diagnose and treat most minor illnesses and prescribe medication if necessary. If you have the FSU student insurance plan (provided by United Health Care Student Resources), this service is covered (no out-of-pocket fees). If you don't have the student insurance plan, there is a \$55 fee for the service. Check with your insurance company to see if this service is reimbursable. Please visit <https://uhs.fsu.edu/health-care/after-hours-care> for more information.

Transportation

Parking on Campus: <http://campus.map.fsu.edu/index.aspx>

Seminole Express: <https://transportation.fsu.edu/bus>

Transportation & Parking Services: <https://transportation.fsu.edu/>

StarMetro: <https://www.talgov.com/starmetro/starmetroHome.aspx>

Housing Options

CGE Housing Options: <http://cge.fsu.edu/living-tallahassee/housing>

Graduate Student Housing: <https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing>

Off-Campus Housing: <http://offcampushousing.fsu.edu/>

University Housing: <http://www.housing.fsu.edu/>

Tallahassee Community

City of Tallahassee: <http://www.talgov.com/Main/Home.aspx>

Leon County: <http://cms.leoncountyfl.gov/>

Tallahassee Democrat (local newspaper): <https://www.tallahassee.com/>

WCTV (local CBS affiliate news channel): <https://www.wctv.tv/>

Tallahassee Online Visitor's Guide: <http://www.visittallahassee.com/>

ADMISSIONS

Admissions Requirements – University

- **A bachelor's degree with at least a 3.0 GPA** – An earned bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an upper-division undergraduate student working towards a bachelor's degree.
- **GRE test scores***. Official test results are required from the General Test of the Graduate Record Examination (GRE). These scores are considered official only when they are sent directly to the Office of Admissions from the testing agency. Examinee copies are not considered official. Graduate Record Exam (GRE): <http://www.ets.org/> – FSU Institution Code: 5219.
 - **Target Scores:** Verbal – 146+, Quantitative – 140+

The Educational Testing Service (ETS) does not retain scores for longer than five years. If your test scores are older than five years, you may have to retake the test to have official scores sent directly to FSU from the testing agency. If you have the report that was mailed to your home address for older scores, then FSU will accept that report.
 - NOTE: The GRE requirement may be waived for applicants if the applicant meets at least ONE of the following criteria:
 - Three years of professional experience as a practicing educator or equivalent field provided that the candidate can provide evidence of Effective or Highly Effective teacher evaluations, **OR**
 - Successful completion of six graduate credit hours from the C&I program with a graduate GPA of 3.50 or higher, **OR**
 - Passing score on the General Knowledge Test of the Florida Teacher Certification Examination or an equivalent state certification examination.

Applicants must provide evidence to satisfy the criteria being applied; please send documentation to ste-gradcoord@fsu.edu. Approval of a GRE waiver does not guarantee admission. Prospective students must still apply and meet all other admissions requirements.

- *** NOTE: Beginning with the Spring 2026 admissions cycle, there will be no University-wide requirement for GRE admissions tests at the Master's or Specialist level. The item will be waived on the application checklist.**
- **Language proficiency test (international students only)** – For graduate admission purposes, international applicants whose native language is not English are required to submit proof of a minimum score of 80 on the Internet-based TOEFL examination (taken before January 21, 2026) or 4.0 (if taken on or after January 21, 2026), 6.5 on the IELTS examination, 55 on the PTE Academic examination, 180 on the Cambridge English Language Assessment, 55 on the Michigan Language Assessment, 125 on the Duolingo or the successful completion of Level 8 (Advanced Level) at Florida State University's Center for Intensive English Studies. You can find the approved tests and minimum scores required here under the “English Language Proficiency” section: <https://gradschool.fsu.edu/admissions/international-admissions>
- **Transcripts** – Applicants must submit an official transcript from each college and/or university attended. Transcripts should be sent to the Office of Graduate Admissions electronically at graduateadmissions@fsu.edu or via mail in a sealed envelope:
 - Florida State University
Office of Graduate Admissions
222 South Copeland St
Westcott Building Room 314
Tallahassee, FL 32306-1410
 - Admission to graduate study is a two-fold evaluation process. The Office of Admissions determines eligibility for admission to the University, and the academic department, program, or college determines admissibility to the degree program. University graduate admissions requirements are found

at <https://gradschool.fsu.edu/admissions/graduate-admissions>. Academic programs have additional requirements.

- Florida State University requires a course-by-course credential evaluation for all applicants that have degrees from a non-U.S. institution. International and domestic applicants with degrees earned from international institutions must submit their official transcripts through a NACES approved evaluator for transcripts from a non-U.S. institution. The Evaluation Company has created a custom application for Florida State University that will make sure you select the right kind of evaluation at a discounted rate. See the “Transcript Requirement” section on The Graduate School website, [Graduate Admissions | The Graduate School](#) for detailed information on University transcript requirements for graduate admission.

Admissions Requirements – School of Teacher Education

Applicants must upload the following REQUIRED supporting documents to the [Admissions Application Portal](#):

- Statement of purpose (at least one page) – should describe your purpose for pursuing a degree, qualifications and long-term career goals.
- Two letters of recommendation
- One page resume/curriculum vitae
- Writing Sample – it is acceptable to submit a paper used in another class or one that was published.
- *We will review applications using unofficial transcripts; however, if admitted, students must submit official transcripts. Admitted students may bring sealed copies directly to the Office of Admissions upon arrival in Tallahassee. Students have until the seventh week of classes to submit all official transcripts and test scores.
 - Applicants who have attended an international university must have their transcripts evaluated by The Evaluation Company or another approved credential evaluation service. Applications requiring this step will not be reviewed until the requirement has been completed:

Provisional Graduate Students

An academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term and must meet all of the stipulated conditions during the initial semester/term to continue in the program.

Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category.

A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met.

While in provisional status, a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program and must earn at least an average of 3.0 for all graduate-level coursework taken. A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester/term; such students will be ineligible to continue in the academic program.

Students meeting the minimum requirements for admission to the University either initially or during the provisional semester but failing to meet the program-specific conditions may subsequently seek admission to a different academic program as a degree or non-degree seeking student.

A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student.

DEGREE REQUIREMENTS

Completion of the degree requires a minimum of 30 semester credit hours for the non-thesis Master's degree. Credit hours for students in the thesis degree program will be determined by the student's Supervisory Committee, with a minimum requirement of 30 semester hours. These credit hours are obtained by taking the minimum hours across four categories of courses identified below and in major coursework.

Masters in Curriculum and Instruction	Minimum Required Hours
Curriculum	3
Teaching & Learning	3
Instructional Technology	3
Research & Scholarship	3

Curriculum. This C&I MS addresses critical issues of Pre-Kindergarten–12th grade curriculum. A broad range of scope, sequence, and integration issues include: (1) the historical, philosophical, psychological, and social foundations upon which curriculum is constructed; (2) the development and use of national and state standards; and (3) applications in contemporary design (aims, goals, implementation, and assessment alternatives).

Teaching and Learning. This element addresses considerations and decisions addressing the needs of learners, selection of teaching methods, and the social interactions necessary to enhance the quality of the learning environment. Tenets of learning theories applied as best practice (e.g., Universal Design for Learning, Response to Intervention, etc.) would be represented in this core element.

Instructional Technology. This element addresses considerations, decisions, and critical issues relevant to enhancing instructional effectiveness and efficiency through the use of Web tools, social media and immersive environments, productivity tools, project-based learning, etc. Consideration is also given to effective online/ asynchronous teaching and learning best practices.

Research and Scholarship. This element broadly addresses the interpretation, use, and conduct of research. Master's students will design studies, collect relevant information in a field-based environment, and interpret results that lead to instructional improvement and enhanced student achievement.

Major Field of Study. Coursework in a student's major field of study permits the degree candidate to obtain depth in an individual specialty area. Students should consult their Major Professor for information about major field of study coursework.

Minimum University Semester Hour Degree Requirements

Course Track

30 graduate level hours total

21 graduate level hours must be letter graded

Thesis Track

30 graduate level hours total

18 graduate level hours must be letter graded

6 hours of thesis

Transfer Credit

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six semester hours. Transfer of courses not counted toward a previous degree within FSU (whether taken

within the confines of another degree or taken as a non-degree seeking student) is limited to twelve semester hours. Credit taken more than seven (7) years prior to graduation may not be used towards the degree without an approved “extension.”

All transfer credit must: (1) be recommended by the major department; (2) be evaluated as graduate work by the evaluation section of the Office of Admissions of Florida State University; and (3) have been completed with grades of 3.0 (“B”) or better. The University does not accept experiential learning or award credit for experiential learning.

Graduate Transfer Credit forms can be found at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students> under the Forms for All Students drop-down tab, and must include a copy of the official transcript. Department staff submits the form to OASIS via Lisa Beverly. OASIS reviews and submits to the Registrar’s Transfer Evaluation staff.

Selecting a Major Professor

Upon acceptance into the C&I MS, students will be assigned a temporary advisor (as designated in the letter of acceptance). This person will act as an advisor for the Master’s student for the first semester of coursework. After this point, students should identify, ask, and receive approval from a STE faculty member with Graduate Faculty Status (GFS) or hold Co-Directive Status to serve as the Major Professor.

The Major Professor should have special competence in the proposed area of research and/or major. Students will work closely with the Major Professor throughout the program. The Major Professor will help guide the selection of coursework as well as culminating activity (comprehensive examination, portfolio, or thesis). The appointment must be mutually agreeable to the student, Major Professor, and the Director of the STE. The student can request a change in the Major Professor or the Supervisory committee, as long as the change is mutually agreeable to the student, new Major Professor, and the Associate Director of the STE.

Supervisory Committee

A Master’s degree Supervisory Committee must be designated for all thesis students and *may* be designated for non-thesis students. A Supervisory Committee is not required for students in a non-thesis track. Students should consult their Major Professor for information about Supervisory Committee policies within their major. When selecting the members of a Supervisory Committee, students need the consent of the Major Professor.

For thesis students and majors that require a Supervisory Committee, the Committee should be formed within the first semester. The Supervisory Committee must consist of a minimum of three faculty members who have Graduate Faculty Status, one of whom is designated the Major Professor. All additional members of the Committee must hold Graduate Faculty Status or (in the case of specialized or non-tenure track faculty) Co-Doctoral or Co-Master’s Directive status. Two members, including the Major Professor, must be from the major in which the student will receive a degree. The third member may be from the STE or another department within Anne’s College of Education, Health, and Human Sciences.

Program of Study

A signed Program of Study (POS) must be submitted to OASIS by the end of the second semester of enrollment. The POS is submitted to OASIS through the student’s Major Professor. It is necessary to list the semesters and years courses were taken in chronological order (past to present) to determine that university, department, and college requirements will be met. Programs of Study templates may be found at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>. It is the student’s responsibility to make sure that all degree requirements are met.

University Policies to Consider When Building a Program of Study

- a. Credit earned more than seven (7) years prior to graduation may not be used towards the degree without an approved “extension.”
- b. Credit earned as a non-degree seeking student does not carry graduate degree credit. However, if approved by a student’s supervisory committee, up to 12 semester hours of non-degree seeking student credit graded “B” or better may be used. It is the student’s responsibility to list such non-degree seeking student credit on the program of study.
- c. A maximum of six (6) semester hours of transfer credit from another accredited university may be used towards a graduate degree.
- d. Departments will evaluate all transfer credit. It is the student’s responsibility to list such transfer credit on the program of study and to provide an official transcript from the institution.
- e. No student may be awarded more than 12 hours of combined non-degree student and/or transfer credit. This means that a student wishing to post 6 hours of graduate credit, which has not been posted under a previous degree, can be awarded no more than 6 hours of non-degree student credit.
- f. Credit hours for courses graded below “C-” will not apply toward the degree, but are computed in the graduate GPA.
- g. Undergraduate level coursework cannot be used to meet the minimum graduate credit hours requirement or the minimum graduate GPA requirement.
- h. Students may take a maximum of 3 semester hours in Supervised Research.
- i. Students may take a maximum of 3 semester hours in Supervised Teaching.
- j. As a general rule in STE, students may take a maximum of 12 semester hours in Directed Independent Study (DIS). However, this may vary within majors, so the student should consult with their Major Professor regarding the number of DIS hours that may be taken.
- k. Master’s students must register for and complete either the Master’s Comprehensive Exam (English Education program only), Capstone Course, or Master’s Thesis Defense in order to graduate.

Please note that Major Professors, Committee members, faculty, and staff of the STE and Office of Academic Services and Intern Support (OASIS) will be glad to provide assistance. However, it is ultimately the responsibility of each student to meet program and degree requirements and to meet deadlines.

Coursework Specifics

On-Campus Science Education (Minimum 32 credit hours)

Core Categories (min 12 semester credit hours)

- Curriculum 3 Semester Credit Hours (SCE 5215, or SCE 6895)
- Teaching and Learning 3 Semester Credit Hours (SCE 5340)
- Instructional Technology 3 Semester Credit Hours (MAE 6939, EME 5050)

Research and Scholarship 3-6 Semester Credit Hours

Possible classes may include:

- SCE 5971r: Thesis (1–6)
- SCE 8976r: Master’s Thesis Defense (0).
- SCE 5905 Individual Study Plan (1 -3 CHRs)
- SCE 5910 Individual Study Plan/Supervised Research (1 -3CHR)

Science Education Major (min 15 Credit Hours)

Possible classes may include:

- SCE 5949r: Field Lab Internship (1–3).
- SCE 5946r: Supervised Teaching (1–4). (S/U grade only.)
- SCE 5942: Internship for Graduate Students (1–10).
- SCE 5545: Teaching Science in Diverse Classrooms (3)
- SCE 6895: Science Studies and Science Education(3)
- SCE 5336: Rigorous and Equitable Science Teaching (3)
- SCE 6761: Research, recent developments, and current issues (3)

- SCE 5895: Disciplinary Engagement in Science(3)
- SCE 6761: Special Topics (Identity in STEM Education) (3)
- SCE 6346: Teacher Learning and Professional Dev. in STEM (3)

Online Blindness and Low Vision (30 total credit hours)

Fall 1:

- EVI 5317 Unified English Braille (3)
- EVI 5317 Foundations of Teaching Students who have Visual Impairments (4)

Spring 1:

- EVI 5368: Clinical and Functional Implications of Visual Impairment (4)

Summer 1:

- EVI 5310: Teaching Students with High Intensity Needs and Visual Impairments (3)
- EVI 5245: The Expanded Core Curriculum for Students with Visual Impairments (3)

Fall 2:

- EVI 5375: Braille Codes and Mathematics Instruction for Students with Visual Impairments (3)

Spring 2:

- EVI 5313: Supporting Literacy Skills Acquisition in Students with Visual Disabilities (4)

Summer 2:

- EVI 5327: Access to Learning Media for Students with Visual Impairments (3)
- EVI 5018: Students with Visual Impairments: Assessment Strategies (3)

On-Campus Blindness and Low Vision (Orientation & Mobility (44 credit hours required)

- EVI 5317 Unified English braille (3)
- EVI 5371 Foundations of Teaching Students who have Visual Impairments (4)
- EVI 5368 clinical and functional implications of Visual Impairments (4) (or EVI 5367: characteristics and causes of visual impairment (3) and EVI 5316: Low vision (3))
- EVI 5221 applied methods of orientation and mobility (3)
- EVI 5229 foundational elements of orientation and mobility (3)
- EVI 5310 Teaching students with high intensity needs and visual impairments
- EVI 5222 Advance orientation and mobility (3)
- EVI 5018 PK-12 Students with Visual Impairments (3)
- EVI 5228 History and Theory of Orientation and Mobility (3)
- EVI 5945 Internship in Orientation and Mobility (6 credits)
- EVI 5226 Developmentally Appropriate Orientation and Mobility (3)
- EVI 5227 Teaching Orientation and Mobility to Individuals with Unique Health Considerations (3)
- EVI 5355 Issues of Blindness in Society (3)

On-Campus Second Language Education (minimum 33 credit hours total)

18 credit hours minimum need to be TSL courses. The courses below are typically offered in the semester they are listed under.

Fall:

- TSL 5345: Methodologies for Teaching Foreign and Second Languages (3)
- TSL 5440: Language Testing and Evaluation (3)
- TSL 5250: Applied Linguistics in Foreign and Second Language Teaching (3)
- TSL 6371: Task-Based Language Learning and Teaching (3)
- TSL 6665: Instructed Second Language Acquisition (3)
- TSL 6641: Research Issues and Designs in Second Language Education (3)

Spring

- TSL 5944: Foreign and Second Language Education in Practice (3)

- TSL 6661: Individual Differences and the Psychology of Language Learning
- TSL 5660: Introduction to Second Language Acquisition (3)
- TSL 5525: Cross-cultural Communication for Foreign/Second Language Teachers
- TSL5931: Seminar in Applied Linguistics

Summer

- TSL 5142: Development of Foreign/Second Language Curriculum and Materials (3)
- TSL 5350: Pedagogical Grammar for Foreign/Second Language Teachers (3)

Elective courses:

- Student can choose up to two or three elective courses in consultation with their professor. Any electives chosen must be approved and you must generally take the required major courses first.

Online TESOL (minimum 36 credit hours)

- TSL 5345: Methodologies for Teaching Foreign and Second Languages
- TSL 5440: Foreign and Second Language Testing and Evaluation
- TSL 5660: Introduction to Second Language Acquisition
- TSL 5142: Curriculum Design and Materials Development in Foreign and Second Language Education
- TSL 5350: Pedagogical Grammar for Foreign and Second Language Teachers
- TSL 5250: Applied Linguistics in Foreign and Second Language Teaching
- TSL 5525: Cross-cultural Communication for Foreign and Second Language Teachers
- TSL 6665: Instructed Second Language Acquisition
- TSL 6371: Task-Based Language Learning and Teaching
- TSL 6661: Individual Differences and the Psychology of the Language Learner

Electives (students may select one or more from a list of suggested electives offered in the College. Selection depends on student interests and what is offered on-campus in any given semester.) In consultation with their major professor, students may be interested in electives from the following areas:

- Learning and Cognition

- EDP 5053 Introduction to Educational Psychology
- EDP 5216 Theories of Learning and Cognition in Instruction
- EDG 5709 Culturally Responsive Teaching for Equitable Instruction

- Special Education & Educational Policy

- EEX 5075 Foundation of Evidence-Based Practices in Special Education
- EEX 5089 Adaptations and Accommodations for Students with Disabilities
- EEX Teaching Students with Autism
- EDF 5641 Introduction to Policy Students in Education

- Reading and Literacy Education

- RED 5337 Literacy Across the Content Areas

- Instructional Systems and Learning Technology

- EME 5456 Online Pedagogy and Design
- EME 5601 Introduction to Instructional Systems
- EME 5602 Technology and Design
- EME 5603 Introduction to Systematic Instructional Design
- EME 5608 Trends and Issues in Instructional Design
- EME 5077 Mobile Learning

- Research Methods & Educational Measurement

- EDF 5442 Inquiry and Measurement for Practitioners
- EDF 5481 Methods of Educational Research
- EDF 5448 Scale and Instrument Development
- EDF 5449 Survey Research Methods

Early Childhood Special Education (30 credit Hours Required)

Fall 1:

- EEX 5017: Typical and Atypical Early Development
- EEX 5075: Foundations of Evidence Based Practices in Special Education

Spring 1

- EEX 5239: Assessment and Methods in Early Childhood Special Education
- EEX 5248: Positive Behavior Support

Summer 1

- EEX 5456: Program Development for Young Children with Disabilities
- XXXX: Elective (with advisor approval)

Fall 2

- EEX 5708: Teaming with Families, Schools, and the Community
- EEX 5269: Curriculum and Play for Young Children

Spring 2

- EEX XXXX: Special Education Capstone Experience
- XXXX: Elective (with advisor approval)

On campus English Education (30 Credit hours required)

15 credits must be completed in the English Department of the College of Arts and Sciences.

- **LAE 5348** Teaching Multiliteracies (Spring, even years)
- **LAE 5637** Problems and Trends in English Education (Fall, even years)
- **LAE 5696** Participatory Culture in Literacy and Learning (Spring, odd years)
- **LAE 5736** Secondary School Composition: Theory and Research (Fall, odd years)
- **LAE 5336** Applied Linguistics for Teachers (Summer)
- **LAE 5297** Teachers as Writers (Fall)
- **LAE 5908r.** Directed Individual Study (1–3)

English ed MS students must complete 15 graduate (5000-level or above) credits in AML, LIT, ENL, ENC, or CRW courses (with advisor approval)

Autism Spectrum Disorder (30 total credit hours)

Fall 1:

- EEX 5075: Foundations of Evidence Based Practices in Special Education
- EEX 5210: Assessment and Diagnosis of ASD and ID

Spring 1:

- EEX 5248: Positive Behavior Support
- EEX 5088: Access the General Curriculum for Learners with Extensive Support Needs *odd years or
- EEX 5029: Addressing Misinformation in Exceptional Student Education *even years

Summer 1:

- EEX 5286: Preparing Individuals for Transition
- EEX 5767: Augmentative and Alternative Communication for Learners with ASD

Fall 2:

- EEX 5298: Teaching Students with ASD
- EEX 5708: Teaming with Families Schools & Communities

Spring 2:

- EEX 5088: Access the General Curriculum for Learners with Extensive Support Needs *odd years or
- EEX 5029: Addressing Misinformation in Exceptional Student Education *even years
- EEX 5303: Capstone in Special Education

GENERATIVE AI POLICY

Expectations regarding use of Generative AI

STE takes seriously the work of contributing accurately to the academic record. Generative AI is a tool that can work in alignment with this commitment, but it must be used with extreme caution and care. **Students are responsible for the accuracy of claims and citations in work they submit, regardless of whether generative AI is used. If students submit work with claims that are untrue (such as claiming that a citation has particular finding that is clearly false when reading the original source citation, or submitting a citation that in fact does not exist), this will be treated as an academic honor violation that falls under “FABRICATION, FALSIFICATION, AND MISREPRESENTATION” as detailed in the policy linked on this page: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>**

Academic honor violations will be pursued in accordance with the process detailed in the website above, and sanctions can range from the loss of opportunities to work with particular faculty members to dismissal from the institution. Adherence to this policy will be scrutinized most closely in relation to work students submit as part of their student journey.

We expect that all uses of generative AI in this work be explicitly disclosed by including the name of the AI used and list of all AI prompts with links to their results included at the end of the document. If no generative AI was used in preparation of the diagnostic examination, an explicit statement indicating this should be included.

STE follows APA standards for academic publication, including policies around generative AI (<https://www.apa.org/pubs/journals/resources/publishing-policies>). These standards should be followed when completing major milestones such as the diagnostic exam, preliminary exam, prospectus exam, and dissertation. We encourage students to draw on the resources linked below for additional information

- <https://www.apa.org/pubs/journals/resources/publishing-tips/policy-generative-ai>
- <https://www.apa.org/pubs/journals/resources/publishing-policies>
- <https://apastyle.apa.org/blog/cite-generative-ai-allowed>

TERM CHECKLIST: NON-THESIS TRACK

Master's Comprehensive Exam/Portfolio Defense

1. At the beginning of the semester, speak with your major professor regarding the completion of your Master's Comprehensive Exam/Portfolio Defense/Capstone requirement.
2. Prepare a Master's Comprehensive Exam/Portfolio Defense Results form to be signed by your committee. The form can be found at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>. A Master's Comprehensive Exam/Portfolio Defense Results form must be submitted to the Graduate Director.

Graduation

1. Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Notify the Anne's College of Education, Health, and Human Sciences Co-Director if you cannot complete the degree requirements to graduate during the semester in which you have applied.

See <https://registrar.fsu.edu/calendar/> for current semester deadlines.

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#).

2. If you intend to participate in graduation, arrange for your cap and gown through the University Bookstore: <https://registrar.fsu.edu/graduation/cap-gown>.
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all of your committee members and the department chair. An accurate program of study must be on file in OASIS to be eligible for degree conferral.

ACADEMIC STANDING AND RETENTION POLICIES

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of GPA.

Students in graduate or professional degree programs, excluding College of Law students and MD candidates in the College of Medicine, whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student.

Policy for Dismissing a Graduate Student for Reasons Other Than GPA

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated.

Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and may occur for a number of different reasons.

As specified by university policy, Graduate policy, or within the unit's Graduate Student handbook, reasons may include but are not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
- Failure to meet artistic or creative performance standards.
- Failure to be approved for an Extension of Time (EOT).
- Failure to complete important degree milestone requirements within a reasonable period of time.
- Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy in, etc.
- Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project.
- In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible.

Reinstatement After Dismissal

At the time of dismissal, the major professor and/or department chair/director may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation. If approved for reinstatement, the student will have one term to earn a cumulative GPA of 3.0 and return to good academic standing. The academic dean is the final authority for reinstatement considerations.

NOTE: Under no circumstances will a graduate student be allowed more than one additional term of probation after reinstatement. Owing to the differential uses of the designation, “academic probation” shall not appear on permanent records of regular graduate students. Statuses of “academic warning,” “probation,” or “reinstated from dismissal” do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws governing the activity or organization. Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeal process unless they have first been reinstated by the academic dean. Students pursuing multiple degrees under different careers (i.e., graduate and undergraduate simultaneously) are subject to the retention standards of the career associated with each degree. Dismissal from one career does not automatically constitute dismissal from the second career when those careers are different (undergraduate and graduate).

Leave of Absence

Under special circumstances, graduate students may apply for a leave of absence from the University for a specific period of up to three consecutive semesters (includes Summer term). The circumstances justifying a leave include but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form at <https://gradschool.fsu.edu> and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application, it should then be forwarded to the department head and subsequently to the college's academic dean for consideration. If approved at all of these levels, the college academic dean should notify the Registrar's Office and the Dean of the Graduate School (or designee) of the decision. The college academic dean should also notify the student of the decision (approved or denied). The Registrar's Office will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School (or designee). Retroactive Leave of Absence Requests are not permissible nor are Leave of Absences Requests for the semester of admission or readmission. A leave of absence is not meant for one semester or term of non-enrollment.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes Summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed twenty-four months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.

A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as

required by the University for reporting and processing purposes.

Programs may have more strict leave of absence and registration policies. For example, a program may decide that under no circumstances would it allow a formal leave of absence or a program may choose to only allow a leave of not more than three consecutive semesters. Such policies shall be detailed in the program's graduate student handbook.

While on leave a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued.

Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support, e.g., an NSF Graduate Research Fellowship, should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the University, or under extreme circumstances a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

Note: If allowed by the student's academic program and University policy, an alternative to taking an official leave could involve reducing the standard course load temporarily because of exceptional personal circumstances.

WITHDRAWAL POLICIES

Withdrawal from the University

All graduate, law, or medicine (MD degree) students who wish to leave the University after the close of the drop/add period for a term must formally withdraw. Dropping all classes does not constitute formal withdrawal. Students who do not attend classes and fail to withdraw will be assigned grades of “F” for each course. Withdrawal requests are not automatically approved but must be requested. Withdrawals are initiated in the withdrawal services section of the Department of Student Support and Transitions located in the University Center. The statement “Withdrew from the University” will appear on the transcripts of students who properly withdraw within the first seven weeks of class. Under documented exceptional circumstances (beyond the student's control), as determined by the appropriate academic dean, a student withdrawing from the University may receive “WD” grades in all courses taken that term.

Students who cancel their enrollment during the first four days of classes for a term are not held liable for tuition and registration fees. Those who have paid are eligible for a full refund. Students who withdraw after the first four days of classes but prior to the end of the fourth week of classes are eligible for a twenty-five percent refund of tuition and registration fees, less the building and capital improvement fees; this deadline is adjusted for shorter Summer terms. Students who withdraw after this deadline are fully liable for fees and are not eligible for a refund, except as provided in policies set forth by the State Board of Education and Florida State University. Students who receive Title IV funds and who decide to withdraw from the University may be required to repay some or all the funds received.

A graduate, law, or medicine (MD degree) student wishing to reenter the University for the following two semesters after withdrawal must have the approval of their academic dean on the ‘Application for Withdrawal and Reentry’ form. For degree-seeking students wishing to reenter the University after two semesters, an application for readmission must be submitted to the Office of Admissions. Formal application must be made to the Office of Admissions by the published deadline. Students who left the University on dismissal must resolve that and be reinstated by the academic dean before any decision can be made on the readmission application. (Consult the “University Calendar” chapter of this Graduate Bulletin for specific application deadlines.)

International students who wish to withdraw must request and receive prior authorization from a Center for Global Engagement advisor.

For further information on refunds, see the ‘Refunds of Fees’ section in the “Financial Information” chapter of this Graduate Bulletin.

Student-athletes who wish to withdraw must receive prior authorization from Student-Athlete Academic Support.

Students who are withdrawing and who have purchased student health insurance through the University should contact the Health Compliance Office at University Health Services for information about their health insurance and whether they are eligible to retain or cancel coverage.

University Withdrawal/Reinstatement Committee and Deadlines for Requesting and Processing Withdrawals

Students petitioning for a withdrawal are expected to submit their requests and documentation in a timely fashion following the date the withdrawal is initiated. There are three types of withdrawals (see below). Depending on the type of withdrawal the academic dean may review the withdrawal or it may be required to be submitted to the University Withdrawal/Reinstatement Committee. Students considering a withdrawal should discuss their options with their academic advisor or dean prior to any deadlines.

Current term. Students may request a withdrawal for the current term at any point during the term after the official drop/add period. Withdrawals submitted prior to the last day of classes for the same term are considered current term withdrawals. Students should check the Academic Calendar for the date of the last day of classes for the term in question. The academic dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. Students are held grade liable for all classes for withdrawals requested after the 7th week of the term. Current term withdrawals may result in a “WD” grade appearing on the transcript

Retroactive withdrawals initiated within one year (three terms, including the current term and summer): These withdrawals are considered retroactive withdrawals and are reviewed by the academic dean in a fashion similar to current term withdrawals. Students should first meet with their academic dean to determine the steps to petition for a retroactive withdrawal. Students' academic deans may require additional documentation for retroactive withdrawals. The academic dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. No petitions will be accepted after the student's degree has posted.

Retroactive withdrawal over one year. Withdrawals initiated, but not completed or approved within one year, are only considered by a student's dean's office in extraordinary circumstances. Students should first meet with their academic dean to determine if their request for a withdrawal over one year will be considered and then if so, they should submit any required supporting documentation of extenuating circumstances. The academic dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. No petitions will be accepted after the student's degree has posted. If approved, retroactive withdrawals will have “WD” grades assigned.

Note: Withdrawal petitions initiated for terms older than the one year limit, or not completed, are considered exceptional and must be reviewed by committee. The decision of the University Withdrawal/Reinstatement Committee constitutes final university action.

Readmission after Multiple Withdrawals

When any student (undergraduate, graduate, law, or medicine [MD degree]) student has withdrawn from the University three or more times, subsequent readmission must first be considered by the University Withdrawal/Reinstatement Committee whose charge is to assess the student's capability of making satisfactory progress toward degree. This committee, appointed by the Council of Associate and Assistant Deans, will then make a recommendation to the dean of the student's college, who will make the final decision in cases where a student's Florida State University GPA is less than 12 quality points deficient. In cases where the student has excessive withdrawals or dismissals or has a Florida State University GPA that is more than 12 quality points deficient, the University Withdrawal Reinstatement Committee will make the final determination.

Medical Course Drop/Withdrawal

Medical course drops are generally recommended for approval by the dean where unforeseeable illnesses or injuries have interfered with the student's ability to complete specific course(s). Similarly, medical withdrawals (all courses

dropped) may be approved for acute, severe illnesses or injuries that incapacitate the student. Chronic conditions generally do not qualify unless the student has been stable for a sustained length of time and then experiences an unexpected change in health status. Students with chronic or recurring health problems should consult with their clinicians and carefully assess a realistic class schedule based on their condition and their likelihood of relapses. Courses approved to be dropped or withdrawn under these circumstances may be noted on the transcript with “WD” grades.

Note: For information regarding medical course drops and medical withdrawals, visit <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/course-drops-withdrawals-and-leave> or call the Office of Withdrawal Services at at (850) 644-1741.

ACADEMIC HONOR POLICY

Introduction

The statement on Values and Moral Standards says: “The moral norm which guides conduct and informs policy at The Florida State University is responsible freedom. Freedom is an important experience which the University, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.” The statement also addresses academic integrity: “The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.”

Guided by these principles, this Academic Honor Policy outlines the University's expectations for all students' academic work on each campus and all virtual platforms, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. This policy is educational in nature and strives to provide students due process at every level. Please refer to memos outlining necessary procedural modifications of the process for the Panama City and Republic of Panama campuses. The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate.

If a student observes a violation of the Academic Honor Policy, they should report the incident to the instructor of the course. Allegations that come to the instructor's attention after the semester has ended should be communicated to the Office of the Vice President for Faculty Development and Advancement (FDA) for guidance. The scope of the Academic Honor Policy applies to any student enrolled in any credit-bearing course or program. This includes students completing coursework to satisfy “Incomplete” grades and candidates for the degree completing their dissertations. False, fraudulent, or incomplete information and/or statements by an applicant related to admission or residency are addressed by the University Admissions Committee, not by the Academic Honor Policy.

Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

FSU Academic Honor Pledge

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at the Florida State University. I will abide by the Academic Honor Policy at all times.

Academic Honor Violations

Note: Instructors are responsible for following and reinforcing the importance of the Academic Honor Policy in their courses and for clarifying in writing their expectations regarding collaboration and multiple submission of academic work.

Examples have been provided for the purpose of illustration and are not intended to be all-inclusive. All charges include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

1. **PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source).**

Typical examples include using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services; or submitting another's work through online thesaurus software.

2. **CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.**
Typical examples include copying from another student's work or receiving unauthorized assistance during a quiz, test, or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams. This includes unauthorized actions taken on any social media platform.
3. **UNAUTHORIZED GROUP WORK. Unauthorized collaborating.**
Typical examples include working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. This includes unauthorized actions taken on any social media platform.
4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that affects grades given for academic work or attendance.**
Typical examples include inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
5. **MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear in writing.**
Typical examples include submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
6. **ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.**
Typical examples include stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)
7. **COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another commit an act of academic dishonesty.**
Typical examples include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

Student Rights

Students have the following due-process rights, which may have an impact on the appellate process:

1. To be informed of all alleged violation(s) and to be given access to all relevant materials pertaining to the case.
2. To receive an impartial hearing or a meeting with an administrator in a timely manner (as appropriate) where the student will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

3. When possible and appropriate, to discuss the allegations with the instructor.
4. Privacy, confidentiality, and personal security.

5. To be assisted by a support person who may accompany the student throughout the process but may not speak on the student's behalf. A witness may not serve as a support person.
6. To choose not to answer any question that they do not wish to answer.
7. To dispute the sanctions of a Student & Instructor resolution and to appeal both the decision and sanctions of an Academic Honor Policy hearing or an Administrative Case Resolution.
8. To have an opportunity to provide information in writing to the FDA administrator, prior to a hearing, if they have reason to believe any panel member would not be able to review the case objectively without bias or prejudice.

The student should continue in the course in question during the entire process. Once an alleged violation of the Academic Honor Policy is discovered, or when a student has been found “responsible” for an Academic Honor Policy violation, they are not permitted to withdraw or drop the course or request that the grading basis be changed to a “Satisfactory/Unsatisfactory” grade if the course is letter-graded.

Students who provide false information when requesting to drop a course may be subject to allegations of Student Conduct Code violations. Should no final determination be made in an Academic Honor Policy case before the end of the term, the grade of “Incomplete” will be assigned until a decision is made.

Students who need assistance should seek guidance from a list of volunteers who have been trained in the Academic Honor Policy, which can found on this website: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.

Student Responsibilities

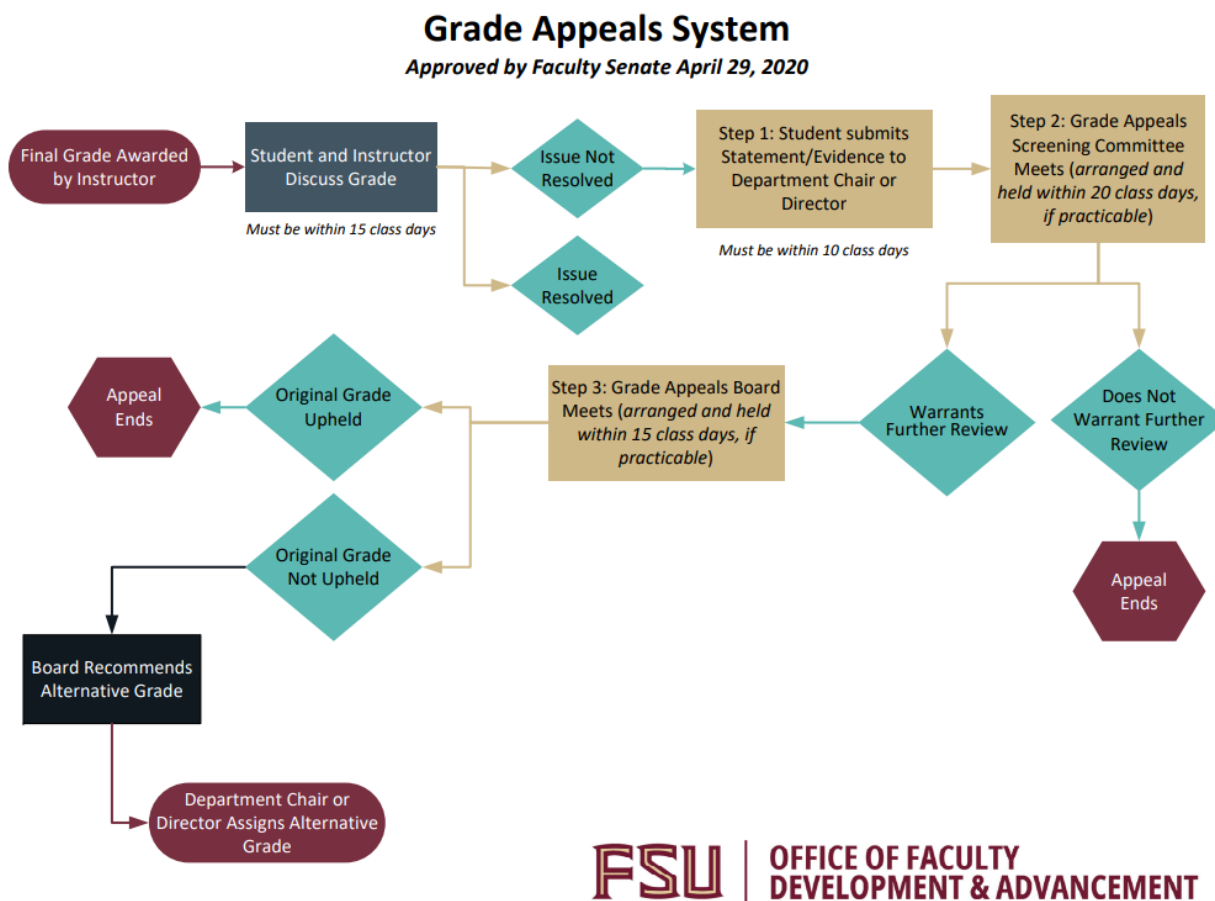
Students should read the Academic Honor Policy and follow each of its requirements, seek clarification from the instructor as needed, and participate actively and appropriately in the resolution of any Academic Honor Policy allegations. All email messages related to cases are sent to official FSU email accounts, which students are required to check and respond to regularly, as stated in the General Bulletin. Students are also expected to communicate respectfully with instructors, fellow students, and staff members throughout the process.

Defining Egregious Allegations

The decision regarding whether an allegation is egregious is made by an FDA administrator and the instructor. Allegations of academic dishonesty involving egregious allegations will be referred to a formal hearing. The following list of egregious allegation examples is provided for illustrative purposes, but is not all-inclusive:

- Coercing current classmates or former course enrollees to provide exam questions and/or answers.
- Stealing or disseminating exam questions and/or answers from an instructor.
- Operating an ongoing, organized scheme to help others violate the Academic Honor Policy in some manner.
- Using analog or technological methods to alter grades for oneself or others.
- Violating the Academic Honor Policy while fulfilling one's graduate program milestones.

STUDENT COMPLAINT PROCESS



Grade Appeals System

The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Vice President for Faculty Development and Advancement.

Step 1. Within fifteen class days (defined throughout the Grade Appeals System as Mondays through Fridays during regular fall, spring, and summer semesters, as noted in the FSU Academic Calendar maintained by the University Registrar. Class days are not dependent on whether an individual student has class on a particular day) following the date that final grades are made available to students, the student must contact the instructor in question to discuss the grade and attempt to resolve any differences. The student should document any attempts to contact the instructor in order to establish that the appeal was begun within this fifteen-class-day period. In the event that the instructor is not available, the student should provide that documentation to the instructor's program or department chair. It is

expected that the student will first attempt to resolve the grade dispute with the instructor; however, either the student or the instructor may consult with the appropriate department chair, school director, or designee during this process.

Step 2. If no resolution is reached within this fifteen-class-day period, after the student's documented attempt, the student has an additional ten class days to submit a written statement to the department chair, school director, or designee. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal.

Within twenty class days thereafter, the department chair, school director, or designee will set a date for a meeting of a grade appeals screening committee composed of three students enrolled in the academic unit offering the course to review the appeal. These students should be either undergraduate or graduate students, depending on the enrollment status of the student challenging the grade. The meeting should occur within that twenty-class-day period, if practicable. Appropriate students who have no conflict of interest will be chosen to serve on this screening committee by a student organization associated with the program or department, if such an organization exists. If none exists or if members of such an organization are not available, the department chair, school director, or designee will select appropriate students who have no conflict of interest. Both the student and the instructor may attend the meeting, as may the department chair, school director, or designee.

The role of the screening committee is solely to determine whether the student has presented sufficient evidence to warrant further review. Within five calendar days after this meeting, the screening committee will render its decision in writing (indicating that they recommend/do not recommend further review) to the department chair, school director, or designee, the student, and the instructor. A negative decision will end the appeal. A positive decision will trigger the next step in the process.

Step 3. Within fifteen class days of a positive decision from the grade appeals screening committee, the department chair, school director, or designee will appoint and arrange for a meeting of a grade appeals board. The meeting should occur within that fifteen-class-day period, if practicable. The board is composed of three faculty members and two students other than those who served on the screening committee. These students should be either undergraduate or graduate students, depending on the enrollment status of the student challenging the grade.

The purpose of this board is to determine whether or not to uphold the final grade assigned by the instructor. The board will consider only the evidence provided by the student and the instructor in making the determination. The student, the instructor, and the department chair, school director, or designee may attend the meeting.

The grade will be upheld unless the evidence shows that the grade was awarded in an arbitrary, capricious, or discriminatory manner, as a result of a gross violation of the instructor's own evaluation (grading) statement. If the original grade is not upheld, the board will recommend that an alternative grade be assigned by the department chair, school director, or designee.

If the student has evidence that this grade appeals process has deviated substantially from these established procedures, resulting in a biased decision, the student may consult with the Office of Faculty Development and Advancement regarding referral to the Faculty Senate Student Academic Relations Committee.

Note: For additional information regarding general grading practices and approvals, please refer to the 'Grading Practices' section in the "Academic Regulations" chapter of this General Bulletin.

OASIS FREQUENTLY ASKED ADVISING QUESTIONS

I was not told I must meet XXX requirement/submit the XXX form. How was I supposed to know about this requirement?

The first thing students are advised to do is become familiar with the Graduate Handbook of their academic program and the University Bulletin. In addition, students are advised to consult with the advisor/Major Professor to obtain information about department specific policies and requirements and follow the directions for planning the degree program. For additional questions, students are advised to contact the Anne Spencer Daves College of Education, Health, and Human Sciences Assistant Director for Graduate Studies in OASIS.

OASIS utilizes a graduate student email listserv to inform students of important dates and deadlines and other academic opportunities. Per the University Bulletin, the official method of communication at Florida State University is the FSU student e-mail account. In order to stay informed and aware, students are required to set up and maintain their account and check it three times per week. If a student chooses to have the official FSU account forwarded to another e-mail account, the student is still held responsible for all information distributed by the University to the FSU account. Florida State University has disabled the automatic forwarding of @FSU.edu email to external and commercial email services such as Gmail, Yahoo, and iCloud.

Additionally, a College-level “Requirements/Program Planning Information” informational packet for each degree level (Master’s, Doctoral, and Specialist) is available on the OASIS Graduate Student website. This packet is also provided to students by OASIS at their mandatory department orientation when the OASIS staff are invited to attend.

When can I register for classes?

Students are referred to the appropriate semester’s academic calendar on the University Registrar’s website. Email reminders about registration/enrollment appointments are sent to the graduate student listserv several times each semester.

Where do I find the forms to take to my prospectus defense?

The College prospectus guidelines and forms may be found on the OASIS “For Graduate Students” website: [For Graduate Students | Anne Spencer Daves College of Education, Health, and Human Sciences](#)

Where do I find the forms to take to my dissertation/thesis defense?

All Electronic Thesis, Treatise and Dissertation content and information is found exclusively on The Graduate School’s website “[Thesis, Treatise, Dissertation](#)”. All ETD content and information can be located in the “Manuscript Clearance” sub-menu, found on the left-hand side of the screen. This information is also posted on the OASIS “For Graduate Students” website, <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis>

Students are encouraged to attend the Manuscript Clearance Workshops offered by the Graduate School’s Manuscript Clearance Advisor. A schedule of workshops offered by The Graduate School is sent to the graduate student listserv each term.

How do I register for thesis/dissertation hours?

The student is referred to the appropriate graduate staff person in the student’s academic department. STE students contact their Graduate Coordinator.

I need to register for classes. Can you register me?

No. OASIS staff cannot register students for classes.

The student is referred to the appropriate graduate staff person in the student’s academic department. STE students contact their Graduate Coordinator.

How do I drop a class after the drop/add deadline?

The student is referred to the instructor of record and the appropriate graduate staff person in the student's academic department. STE students should contact their Graduate Coordinator.

Students are informed that they are tuition/fee liable if a course is dropped after the posted drop/add period (prorated for summer) of the semester. Students are informed that they are tuition/fee and grade liable if a course is dropped after the seventh week (prorated for summer) of the semester.

For detailed information on course drops, visit: <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/course-drops-withdrawals-and-leave>.

How do I request a withdrawal from the University?

Students must contact with the Assistant Director for Graduate Studies in OASIS for information on withdrawal options and to discuss the implications and viability of withdrawing, as well as, any alternative academic options that may exist. Distance learning program students and students who do not reside in the Tallahassee area can receive withdrawal counseling via email and by phone. For detailed information on withdrawals, visit: <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/course-drops-withdrawals-and-leave>.

Can I take undergraduate coursework in my graduate program?

MS students must complete the following minimum requirements, per University policy:

Course Track

30 graduate level hours total

21 graduate level hours must be letter graded

Thesis Track

30 graduate level hours total

18 graduate level hours must be letter graded

6 hours of thesis